

DNR AGENT

Hunting and fishing licenses are available. Please have one of the following with you:

- Social Security number
- DNR number/Old license
- Driver's License

If you are disabled, you are eligible for discounted licenses. **Each time** you obtain a disabled license **YOU MUST PROVIDE** one of the following:

- Social Security Disability Award Notice. Notice cannot be more than 365 days old.
- Letter from Social Security verifying you are receiving disability benefits. Letter cannot be more than 365 days old.
- Letter or notice of Railroad Disability. Letter/notice cannot be more than 365 days old.
- Letter from Veteran's Admin. that states you receive disability benefits and the percentage of disability (must be at least 70% and service related).
- A certificate from a licensed physician or optometrist certifying that you cannot read ordinary newsprint with or without corrective lenses.

WORK PERMITS

In order to obtain a work permit the minor must bring with them the following:

- Proof of age (birth certificate, WI driver's license, baptismal certificate or WI ID card)
- Letter from employer that includes their address and phone, job duties to be performed and hours minor will be working
- Parent/guardian written consent
- Social Security card
- \$10.00 permit fee, payable to the County Clerk's Office
- School address minor attends or School district

ADAMS COUNTY CLERK

Cindy Phillippi

PO Box 278

400 North Main Street

Friendship, WI 53934

Phone 608-339-4272 Fax 608-339-4514

cphillippi@co.adams.wi.us

DEPUTY CLERKS

JoEllen Foster & Barb Waugh

CLERK/TYPIST

Vacant

Adams County Clerk's Office

403 Adams St.

Friendship, WI 53934

608-339-4200

Our office is located in the rear of the Adams County Courthouse. Enter at Entrance D and come to room A130.

FEEDBACK REVIEW SECTION

Use 5 to indicate extremely helpful and 1 to indicate extreme problems with this brochure.

Was this brochure helpful?

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Was this brochure easy to read and understand?

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Did this brochure answer your questions ?

☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

How can we improve this brochure?

Additional comments:

Please return by dropping in suggestion/ comment box at our office or by mail.

ADAMS COUNTY CLERK'S OFFICE

Because we want you to know
more about us.....



Office Hours:

**Monday - Friday
8:00 a.m. - 4:30 p.m.**

Closed the following Holidays:

**New Year's Day, Good Friday,
Memorial Day, Independence Day,
Labor Day, Veteran's Day,
Thanksgiving Day,
Day after Thanksgiving, Last
working day prior to Christmas &
Christmas Day**

co.adams.wi.gov

The County Clerk's Office is responsible for a multitude of tasks including:

- Elections
- Minutes/Correspondence
- Ordinances/Resolutions
- Board Claims
- Board Packets
- Meeting Notices

We also provide a variety of additional services and information. This brochure provides brief information about these services. More detailed information may be obtained from the Clerk's Office or by visiting our website at **co.adams.wi.gov**

VEHICLE REGISTRATION/ TEMPORARY PLATES

In order to obtain a TEMPORARY plate you must possess the following:

- Title
- \$3.00 temporary plate fee
- \$69.50 registration fee
- 5.5% sales tax on purchase amount of vehicle
- Lien release If secured party on title
- \$75.00 license plate fee (truck plate fees vary depending on weight)
- A separate \$5.00 counter fee

Temporary plates are good for a period of 3 months and cannot be used for heavy vehicles (trucks, motor homes, etc). Registrations are mailed in weekly. It takes 6-8 weeks or longer to obtain your registration. All minors must have their parent/legal guardian signature notarized on back of the registration form.

Temporary plates can also be obtained for vehicles that are going to be registered/titled in another state. In those cases only a \$3.00 fee and a \$5.00 counter fee.

VEHICLE REGISTRATION/HARD PLATES (Reg car & truck, moped & motorcycle)

In order to obtain a HARD plate you must possess the following:

- Title & Drivers license/Social Security #
- \$69.50 registration fee (car & truck)
- 5.5% sales tax on purchase amount of vehicle
- Lien release If secured party on title
- \$75.00 license plate fee (truck plate fees vary depending on weight)
- A \$16.00 counter fee

Your registration will be processed immediately and your title will be mailed to you in 4-6 weeks. All minors must have their parent/legal guardian signature notarized on back of the form.

VEHICLE STICKER RENEWAL

You need to bring in your registration card or license plate number to renew your plates. Plate renewal is \$75.00 for autos and light trucks up to 4,500 pounds. Heavier trucks have higher renewal fees. An additional \$10.00 counter fee is charged. Any plates which have been expired for more than 5 days will incur a late fee of \$10.00 as well.

TIMBER CUTTING NOTICES

In order to receive a timber permit you must present the following:

- Landowner's name/address
- Pulper's name/address
- Proof taxes are paid in full
- Land description, ie; NW 1/2, SW 1/2 as well as township, range & section

There are no fees for obtaining this permit.

MARRIAGE LICENSE

To receive your marriage license you must apply in the county in which you reside, you may then be married anywhere within the state. If you are not a WI resident, you must obtain your license in the county in which you intend to be married. Both parties must be present when applying and picking up the license. Individuals under 18 must have parents or legal guardian fill out consent papers in the County Clerk's Office or in the presence of a Notary Public. No one under the age of 16 may marry. **As of Jan 1, 2012, the fee is \$75.00.** There is a 5-day waiting period. You may waive the 5-day waiting period for an additional \$25.00 fee with just cause. License is good for 30 day from the date issued. The following items are required when applying for a marriage license:

- Social Security number
- Birth certificate-On certified paper & no copies
- Mother's and father's complete names (mother's maiden name)
- Date intending to marry
- Person performing marriage, their address and phone number.
- Where marriage is taking place
- Proof of residency of 1 applicant
- Certified divorce papers if applicable
- Death certificate of former spouse if applicable

Be sure to allow yourself at least an hour to process this paperwork.

We accept MasterCard, Discover & American Express Credit Cards and some cards for Debit. There is an extra convenience fee added on.